

# **TRAFFIC INCIDENT MANAGEMENT COMMITTEE**

For San Mateo County

Phase I

September 21, 2006

9:00am - 10:30am

1250 San Carlos Ave.,

4<sup>th</sup> Floor "Dining Room"

San Carlos, CA

(Parking in structure behind building)

## **AGENDA**

- I. Review and Approve Selected Alternative Routes
- II. Develop Alternative Route Plan
  - Identify level of information to include in plan
  - Identify issues to address in plan
- III. Review work plan and develop schedule
- IV. Next Meeting

# Traffic Incident Management Committee

## Minutes

August 17, 2006

### Attendees:

Barry Loo (Caltrans – Traffic Mgmt.)

Bob Salazar (Caltrans - Maintenance)

Duncan Jones (Town of Atherton)

Kane Wong (Caltrans – TMC)

Ray Davis (City of Belmont)

Raymundo Elias (Caltrans - Maintenance)

Rene Baile (City of Menlo Park)

Shahla Yazdi (SMCTA)

Sandy Wong (C/CAG)

Walter Martone (C/CAG)

Chip Taylor (City of Menlo Park)

Augustine Chou (City of Burlingame)

John Parkin (Central County Fire Dept.)

Matt Otterby (CHP)

Mark Robbins (San Carlos Police Dept.)

Dan Belville (San Mateo Fire Dept.)

Vivian Ma (City of San Mateo)

Adam Lodge (San Mateo County)

John Hoang (C/CAG)

### Discussion Items:

- A planning process was presented to the group outlining the tasks that the committee members will be asked to perform in the development of the County's Alternative Route Plan for Phase I. The tasks includes: 1) Selecting the alternative routes, 2) Developing the alternative route plan, 3) Developing a traffic management plan, and 4) Developing an interagency agreement/MOU.
- Samples of two alternative route plans (attached) were handed out. The purpose of the samples is to provide ideas of what a plan looks like and to have the group start thinking about what type of information we would want to see on our plan as we are developing the routes.
- As requested by the group in the last meeting, a sample of a MOU and Cooperative Agreement (attached) were also provided. At this point, these samples are for information only and will be referred to more as we subsequently begin development of San Mateo County's MOU.
- The group reviewed key objectives and criteria for identifying the optimal alternative routes along US 101, some of which includes: routes are easy to access to/from freeway; routes are close proximity to freeway; streets can accommodate vehicles and have adequate capacity; considerations for the number of lanes, etc.
- Using a combination of a PowerPoint and Google Earth applications, staff presented each individual segments (intersection to intersection) of US 101 (Phase I) in both the NB and SB directions to the group (preliminary routes were identified by staff ahead of time to help facilitate the discussions). The group proceeded to provide suggestions in establishing the preferred alternative routes for each segment. As applicable, secondary alternative routes were also identified. It was recommended that using El Camino Real would be either the second or third alternative for most segments, both NB and SB directions.

### Action Items/Next Steps:

- C/CAG staff will generate route diagrams of each of the alternative routes (Phase I) identified by the group and will provide a draft version (in PowerPoint format) to all for review prior to the next meeting.

### Next Meeting:

September 21, 2006 @ 9:00am; 1250 San Carlos Ave., San Carlos (same location)

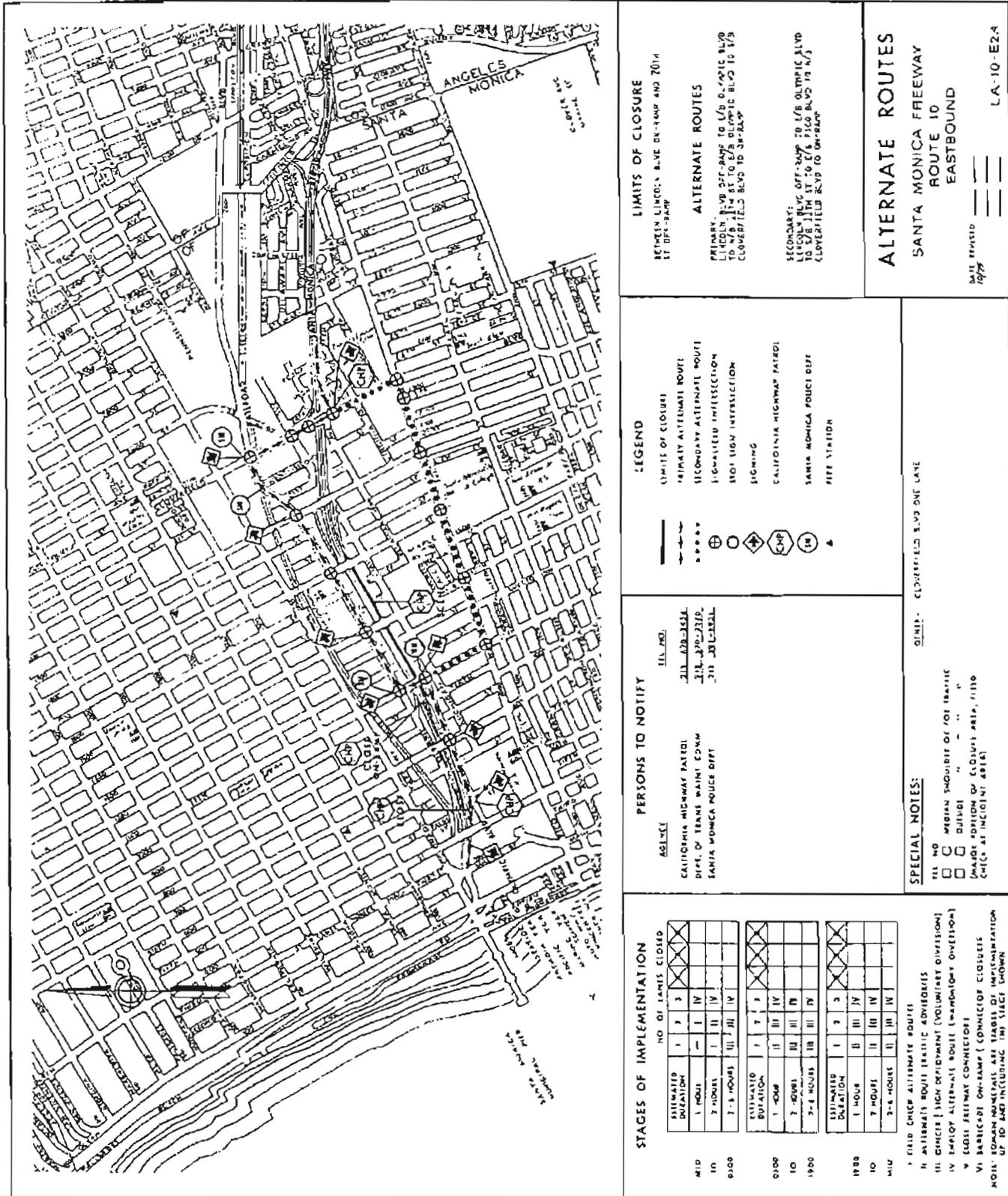


Figure 8-11. Alternative Route Plan. (12)

# SAMPLE

**Contacts**

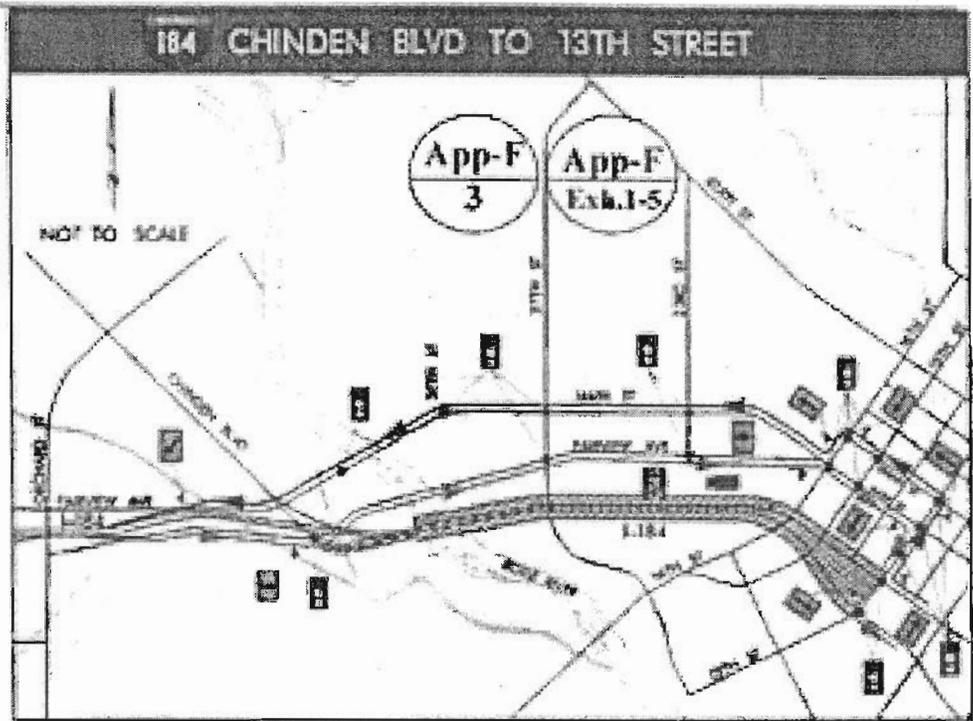
- Ada County Dispatch
- Emergency 911
- Non-emergency 377-7351

**Standby Equipment**

- Type-3 Barricades & Detour Cones
- End of Queue
- Intersection Control

**Traveler Information Message**

I-184 [EB / WB] is closed near [Location].  
 This is expected to last until [Time].  
 All Traffic is being diverted at [Orchard St / 13<sup>th</sup> Street] onto [Fairview Ave / Main St]



**Incident Impacts**

TOC	Assumed Impact	Avg. Queue	Avg. Delay	Max. Queue	Max. Delay
Peak	Freeway Closed	4.3 miles	29 min	6.3 miles	45 min
Off-Peak	Freeway Closed	1 mile	10 min	1.1 miles	18 min

**EB Devices Available**

CMS				CCTV / TMS	
Eagle Rd. SB @ Franklin	I-84 EB Past Meridian	I-84 WB @ Roosevelt	Portable CMS (Phases 1 / 2)		Curbs Rd/Fairview Ave (Antenna CCTV)
I-84 Closed At [Location] Use Fairview	I-84 Closed At [Location] Use Fairview	I-84 Closed At [Location] Use Fairview	I-84 Closed At [Location]	Use Fairview Ave	

**WB Devices Available**

CMS			CCTV / TMS	
I-184 WB @ Chinden	Portable CMS (Phases 1 / 2)		I-184 @ 13 <sup>th</sup> Street (CCTV Only)	
I-84 Closed Ahead (Time) min Delay	I-84 Closed At [Location]	Use Main St <blank>		

\* Use This CMS Only If The Incident Is West Of The CMS Sign

**Diversion Route Analysis**

Direction	Controlling Intersection	Movement	Available Capacity Estimate
EB	N/A	N/A	N/A
WB	N/A	N/A	N/A

Figure 5-7. Detailed alternate route plan in urban area. (Source: Idaho Transportation Department)

## DRAFT

### Memorandum of Understanding for I-880 Corridor Management Among

- City of Hayward
- City of San Leandro
- City of Oakland
- City of Union City
- Alameda County
- AC Transit
- Union City Transit
- Caltrans District 4
- Alameda County Congestion Management Agency (CMA)
- Metropolitan Transportation Commission

This Memorandum of Understanding (MOU) recognizes that I-880 Corridor, including Hesperian Boulevard, East 14<sup>th</sup> Street, San Leandro Street, International Boulevard, and Union City Boulevard are important regional routes, and provides important local access to commercial and other activities in each of the jurisdictions it serves. As regional routes, there is a need to provide efficient traffic operations across jurisdictional boundaries. Because of the importance of the I-880 Corridor to the local and regional economies, each local jurisdiction will retain the authority to control its own transportation systems, including the operation of traffic signals

The purpose of this MOU is to acknowledge the agreement of all participating agencies to work cooperatively to improve the management and operation of the parallel arterials along the I-880 corridor transportation systems. This MOU is not a legally binding contract – it constitutes solely a guide to the intentions and policies of the participating agencies.

This MOU sets forth the roles and responsibilities of the participating agencies in the development, implementation and maintenance of intelligent transportation system projects. The MOU is not intended to authorize funding. Commitments providing for the payment of funds or authorizing specific work phases will be covered by one or more separate agreements.

## Responsibilities

SMART Corridor Technical Advisory Committee (TAC): The TAC consists of staff members of the agencies listed above. The TAC will be responsible for providing advice on the design, implementation, and operation of the transportation facilities along the I-880 corridor and the associated arterials. It is the responsibility of each agency represented on the TAC to ensure that the appropriate staff persons who can address the specific issues on the agenda attend the TAC meetings. Issues that are not resolved may be referred to the Policy Advisory Committee. The TAC will meet on an as-needed basis to fulfill its responsibilities.

Cities, Alameda County, and Caltrans: The participating agencies that operate and maintain traffic systems have the following responsibilities:

10. Design and engineering review,
11. Operations and maintenance of traffic systems within the agency's own jurisdiction,
12. Review of timing plans and participation in timing plan development,
13. Construction management (when applicable),
14. Cooperate with all participating agencies to develop traffic operations strategies to efficiently move traffic in the corridor,
15. Implementing timing plans and periodically reviewing changes when updates are made,
16. Sharing the use of interconnect cable and communications equipment with nearby jurisdictions to provide cost-effective signal system communications,
17. Notify nearby jurisdictions when service interruptions occur that could affect system operations.
18. Responding to emergency traffic conditions.

CMA: The CMA will have the following responsibilities:

10. County-wide planning,
11. Pursuing funding for future phases,
12. Grant management,
13. Partnership agreement development,
14. Design and engineering review,
15. Developing necessary agreements,
16. Construction management (when applicable)
17. System operations and management, and
18. Providing funding to manage the program.
19. Managing the delivery of capital project elements of the program,
20. Program administration and management,
21. Overall design, engineering, contract management,
22. Coordinating the TAC meetings.

Roles of Others: MTC will assist with coordination issues, including providing advice and other assistance with multi-agency agreements, programming and funding issues, resolution of disagreements, and contracting issues.

*Other Agreements*

Other transportation related agreements (maintenance or otherwise) will remain effective between the agencies in the corridor.

**Term**

This MOU is in effect as of March, 2001 and will terminate on March, 2006, unless the term is modified by the Technical Advisory Committee, and respective participating City Councils or Governing Boards.

The following agencies support the Memorandum of Understanding for the I-880 Corridor Management:

Signed by:

Date

\_\_\_\_\_  
Director of Public Works  
City of Hayward

\_\_\_\_\_  
Director of Public Works  
City of San Leandro

\_\_\_\_\_  
Director, Public Works Agency  
City of Oakland

\_\_\_\_\_  
Director of Public Works  
City of Union City

\_\_\_\_\_  
Deputy District Director  
Caltrans District 4

\_\_\_\_\_  
Executive Director  
AC Transit

\_\_\_\_\_  
Executive Director  
Union City Transit

\_\_\_\_\_  
Executive Director  
Alameda County Congestion Management  
Agency

\_\_\_\_\_  
Executive Director  
Metropolitan Transportation Commission

**SMART CORRIDOR COOPERATIVE AGREEMENT  
FOR DESIGN, CONSTRUCTION AND ADMINISTRATION**

THIS COOPERATIVE AGREEMENT ("Agreement") is entered into on \_\_\_\_\_, 2001, by and between the **ALAMEDA COUNTY CONGESTION MANAGEMENT AGENCY** ("CMA") and \_\_\_\_\_, a political division / a municipal corporation of the State of California ("PARTICIPATING AGENCY").

**RECITALS**

1. CMA and PARTICIPATING AGENCY are authorized to enter into cooperative agreements for improvements to streets and highways pursuant to California Streets and Highways Code Section 114 and 130;
2. CMA and PARTICIPATING AGENCY, in cooperation with other agencies, cities and counties, and the State of California ("State") contemplate the installation and implementation of SMART Corridor components including a multi-modal Advanced Transportation Management System ("PROJECT") within the San Pablo Avenue (I-80) Corridor or I-880 Corridor, which includes International Boulevard, East 14<sup>th</sup> Street, San Leandro Boulevard/Street, Hesperian Boulevard and Union City Boulevard, including major cross streets;
3. CMA and PARTICIPATING AGENCY desire to specify the terms and conditions under which the PROJECT is to be advertised, bid, administered, constructed, and implemented.

**SECTION I  
PROJECT DESIGN, CONSTRUCTION AND ADMINISTRATION**

CMA AGREES:

1. To provide all necessary conceptualization, planning, design, engineering, contract administration, procurement, construction supervision and administration services for the PROJECT.
2. To apply for necessary encroachment and other permits for the required work within PARTICIPATING AGENCY's jurisdiction or rights-of-way, in accordance with such PARTICIPATING AGENCY's standard permit procedures.
3. To apply for necessary encroachment permits for required work within the State highway rights-of-way, in accordance with standard permit procedures, if applicable.
4. To pay all required fees in connection with the PROJECT, including but not limited to utility connection fees, communication installation fees, and all other fees associated with the permitting and installation of the equipment in the PROJECT. However, CMA shall not be obligated to pay any permit, inspection or similar fees to PARTICIPATING AGENCY.

5. To advertise, bid, award, contract and administer the procurement of the PROJECT components and construction of the PROJECT.
6. To pay one hundred percent (100%) of the PROJECT construction and component procurement bidding and advertising costs.
7. To advertise, award and administer the PROJECT in accordance with State's Local Assistance Procedures Manual, except as otherwise provided in this Agreement.
8. To provide project procurement, management and construction administration services for the PROJECT on behalf of the PARTICIPATING AGENCY.
9. To construct the PROJECT in accordance with plans and specifications approved by the PARTICIPATING AGENCY, to the satisfaction of, and subject to the reasonable approval of PARTICIPATING AGENCY, and State, if applicable.
10. To provide for the integration and implementation of the PROJECT.
11. To, upon completion of PROJECT, furnish PARTICIPATING AGENCY a complete set of full-sized reproducible Record Drawings.
12. To retain or cause to be retained for audit by State or other government auditors for a period of three (3) years from date of final approval, all records and accounts relating to construction of PROJECT.
13. To, upon completion of all work under this Agreement, transfer to PARTICIPATING AGENCY ownership to all PROJECT materials, equipment and appurtenances located within the jurisdiction of said PARTICIPATING AGENCY. Title will automatically be vested in PARTICIPATING AGENCY and no further agreement will be necessary to transfer ownership to PARTICIPATING AGENCY upon acquisition, construction, and installation of such facilities.

PARTICIPATING AGENCY AGREES:

1. To promptly review and approve the plans and specifications, permit applications, and requests for information to minimize delays in the PROJECT schedule.
2. To issue, upon submission of complete applications and at no cost, all necessary encroachment and other permits required for work within the PARTICIPATING AGENCY's jurisdiction or rights-of-way.
3. To promptly provide, at no cost, all necessary inspection services for improvements completed within the PARTICIPATING AGENCY's jurisdiction or rights-of-way, and all necessary review, commentary, and approval of submittals to minimize delays in the PROJECT schedule.

4. To provide, at no cost, storage space or facilities as may be reasonably necessary to facilitate the installation of PROJECT components or construction of the PROJECT within the PARTICIPATING AGENCY's jurisdiction or rights-of-way.
5. To provide, at no cost, a designated representative to coordinate the PARTICIPATING AGENCY's participation in the PROJECT and all construction or installation work to be performed within the PARTICIPATING AGENCY's jurisdiction or rights-of-way.

## SECTION II MISCELLANEOUS PROVISIONS

### THE PARTIES MUTUALLY AGREE:

1. All obligations of CMA under the terms of this Agreement are subject to the limits of the grant funds or such other funds received by the CMA specifically for the design, procurement, construction and implementation of the PROJECT. Subject to such funding conditions and limitations, the parties agree that CMA's services under this Agreement are intended to encompass all aspects of development and delivery of the PROJECT.
2. Construction by CMA of any improvements referred to herein which lie within PARTICIPATING AGENCY's jurisdiction or rights-of-way, shall not be commenced until:
  - a. Plans and specifications involving such work have been reviewed and approved by signature of PARTICIPATING AGENCY's Engineer, or designated agent;
  - b. All required permits are issued by PARTICIPATING AGENCY authorizing such work within PARTICIPATING AGENCY's jurisdiction or rights-of-way.
1. PARTICIPATING AGENCY shall issue all aforesaid permits to CMA, or its designated contractors, agents, and representatives, at no cost, through PARTICIPATING AGENCY's Department of Public Works, or other appropriate department. Application(s) will be accompanied by, five (5) sets of construction plans five (5) sets of specifications, and proof that payment and performance surety bonds covering construction of PROJECT have been issued to CMA's contractor(s). Following PARTICIPATING AGENCY's issuance of such permits CMA reserves the right to make changes to the construction plans and specifications provided that such revisions do not materially increase the scope of work or substantially change the nature of the work to be performed under the permits.
2. Receipt by CMA of the necessary approvals and permits shall constitute CMA's authorization from PARTICIPATING AGENCY to proceed with work to be performed by CMA or its designated contractors, agents, and representatives under this Agreement within the PARTICIPATING AGENCY's jurisdiction or rights-of-way, or which affects the PARTICIPATING AGENCY's facilities. However, CMA's authorization to proceed with said work shall be contingent upon CMA's compliance with all provisions set forth in this Agreement and said permits.

3. Except as provided by law, CMA may advertise for bids to procure PROJECT components or construct the PROJECT prior to the issuance of any applicable permits, but shall not commence construction until after the issuance of applicable permits by PARTICIPATING AGENCY. CMA may administer the procurement of the PROJECT components in one, or multiple phases, and jointly, or separately from the construction of the PROJECT.
4. In the construction of said work, CMA will furnish a designated representative to perform the functions of a Resident Engineer, and PARTICIPATING AGENCY may, at no cost to CMA, furnish a representative, if it so desires, to ensure conformance of work to PARTICIPATING AGENCY's standards.
5. Prior to award of the construction contract for PROJECT, PARTICIPATING AGENCY may terminate this Agreement by prior written notice, provided that PARTICIPATING AGENCY pays CMA for all PROJECT related costs incurred by CMA resulting from PARTICIPATING AGENCY's participation in this Agreement prior to termination.
6. If any facility installed, used or maintained by a private or public utility conflicts with the PROJECT construction, or violates a PARTICIPATING AGENCY's encroachment policy, PARTICIPATING AGENCY shall require the owner(s) of such facility to protect, relocate or remove such facilities in accordance with the PARTICIPATING AGENCY policies and procedures for such facilities located within the limits of the PARTICIPATING AGENCY's jurisdiction. CMA will not be responsible for any cost associated with the required protection, relocation or removal. Any relocated or new facilities shall be identified on the Record Drawings to be prepared under this Agreement.
7. Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties, or affect the legal liability of either party to the Agreement by imposing any standard of care with respect to the improvement or maintenance of State highways greater than the standard of care imposed by law.
8. Neither PARTICIPATING AGENCY, nor its officers and employees, shall be responsible for any damage or liability occurring by any act or omission by CMA under or in connection with any work, authority or jurisdiction delegated to CMA under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, CMA shall fully defend, indemnify and save harmless the PARTICIPATING AGENCY, and its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined in Government Code Section 810.8) occurring by reason of any act or omission by CMA under or in connection with any work, authority or jurisdiction delegated to CMA under this Agreement.
9. Neither CMA, nor its officers and employees, shall be responsible for any damage or liability occurring by reason of act or omission by PARTICIPATING AGENCY under or in connection with any work, authority or jurisdiction delegated to CMA under this Agreement. It is understood and agreed that, pursuant to Government Code Section 895.4, PARTICIPATING AGENCY shall fully defend, indemnify and save harmless the CMA, and

its officers and employees from all claims, suits or actions of every name, kind and description brought for or on account of injury (as defined in Government Code Section 810.8) occurring by reason of act or omission by PARTICIPATING AGENCY under or in connection with any work, authority or jurisdiction delegated to PARTICIPATING AGENCY under this Agreement.

10. PARTICIPATING AGENCY acknowledges and agrees that part, or all, of the PROJECT conceptualization, planning, design, engineering, contract administration, procurement, construction supervision and administrative support services may be performed by CMA's designated contractors, agents, and representatives.

ALAMEDA COUNTY CONGESTION  
MANAGEMENT AGENCY

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

Approved as to form and legality:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Legal Counsel

Dated: \_\_\_\_\_

PARTICIPATING AGENCY

By: \_\_\_\_\_

Its: \_\_\_\_\_

ATTEST:

Approved as to form and legality: